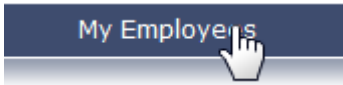

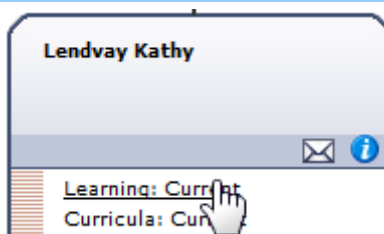
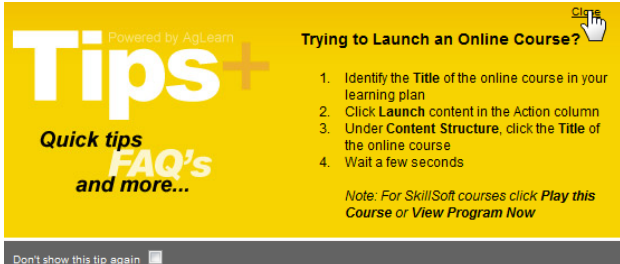
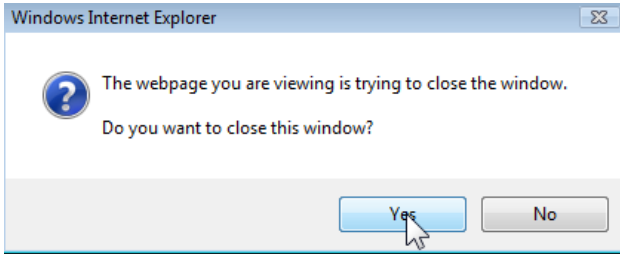
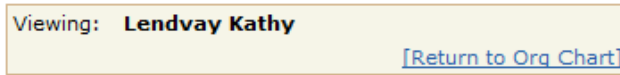


Notes

## Record Subordinate (Direct Report) Completion for USDA Information Systems Security Awareness FY 2009 (Paper)

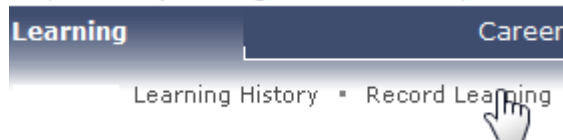
AgLearn now provides a Supervisor Dashboard for you to view the required learning status for all your direct reports. To view the Dashboard, login to AgLearn (Learner Login) and then click the **My Employees** tab. To record a learning event for one of your subordinates, follow the instructions below. If you have any difficulty with recording the event, contact your local AgLearn administrator.

Step	Activity	View
1.	Click the My Employees tab.	
2.	Click <b>Organization Chart</b> or <b>Subordinates</b> to view your direct reports.	
3.	Locate the employee for whom you will record learning. Click the <b>Learning</b> link.	
4.	Click the <b>Close</b> link to close the Tips pop-up window.	
5.	Click <b>Yes</b> to confirm that you wish to close the pop-up window.	
6.	Note that the screen indicates you are viewing your subordinates' record, not your own. You will be recording learning for this subordinate.	

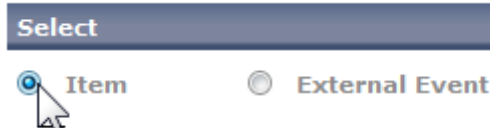
Notes

## Record Subordinate (Direct Report) Completion for USDA Information Systems Security Awareness FY 2009 (Paper)

7. Click **Record Learning**.



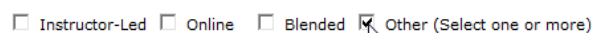
8. The Item option button should be dark. If not, click the **Item** option button.



9. Click **Next**.



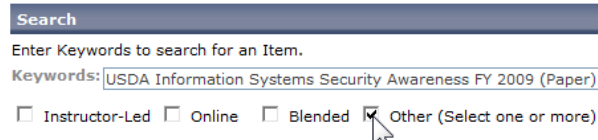
10. Make sure that the checkbox for **Other** is selected. Clear all other checkboxes.



11. Copy and paste the following phrase into the **Keywords** text box:  
**USDA Information Systems Security Awareness FY 2009 (Paper)**.

### Record Learning

Select Event Type → Search Item



If the search does not produce the required course, click the Previous button and try entering the keyword phrase again. Be careful not to add trailing spaces onto the end of the course name.

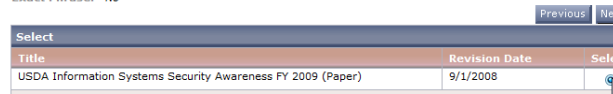
12. Click **Next** to begin the search.



13. Click the corresponding **Select** button to select the course for recording.  
**Note:** Be sure you have selected the **Paper** based version of the course.

### Record Learning

Select Event Type → Search Item → Select Item  
 Keywords: USDA Information Systems Security Awareness FY 2009 (Paper)  
 Exact Phrase: No

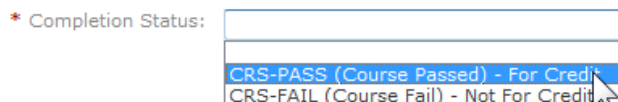


14. Click **Next**.



Change Graphic

15. Click the Completion Status drop down list to select the **For Credit** option.



## Notes

If the actual date of completion is the recording date, the date will be entered automatically for you.

Be sure to check the name of the course, the completion date and the completion status to be sure all data has been entered correctly.

To save paper, you can view the completion certificate as a PDF file, then save it to your desktop and email it as an attachment to your employee.

# Record Subordinate (Direct Report) Completion for USDA Information Systems Security Awareness FY 2009 (Paper)

- 16.** If the completion date is different from today's date, enter the actual date of completion (MM/DD/YYYY format).  
**Note:** You can click the calendar icon to select the date on a calendar.

\* **Completion Date:** 9/4/2008  
(MM/DD/YYYY)



- 17.** Click **Next**.



- 18.** If you wish to enter comments in the **Comments** field, type them here. Otherwise you can ignore this step.

**Edit User Event Information**

User: Kathy, Lendvay

Comments: Kathy does not use computers in her work and has no network access.

- 19.** Click **Next**.



- 20.** Review the Record Learning screen to be sure all details are correct.  
**Note:** If you need to make corrections, click the Previous button to return to earlier screens.

## Record Learning

Select Event Type -- Search Item -- Select Item -- Enter Learning Event Information -- Edit User Event Information -- **Record Learning**  
USDA Information Systems Security Awareness FY 2009 (Paper)  
Course: USDA-CYBERSECURITYPAPER-FY09  
Revision: 9/1/2008 03:01 PM America/New York  
Item Description: The USDA Security Literacy and Basics Course introduces you to the basic concepts for computer security at USDA. Topics include: Threats and Vulnerabilities, Viruses and Malicious Code, and Roles and Responsibilities.

### Record Learning

Instructor:  
Completion Date: 9/4/2008 05:15 PM America/New York  
Total Hours:  
Credit Hours:  
Contact Hours: 1.00  
CPE:

User	Grade	Status	Comments
Cost Name Amount (\$)			
(1000,001.01)			
Kathy, Lendvay		CRS-PASS	Kathy does not use computers in her work and has no network access.

- 21.** Click **Finish** to record the completion.



- 22.** Wait a few seconds for the Success status message screen.  
**Note:** At this point, you can go to the employee's **Learning History** page to view or print a completion certificate.

## Record Learning

Select Event Type -- Search Item -- Select Item -- Enter Learning Event Information -- Edit User Event Information -- Record Learning -- **Success**

### Success

- Status:**
- The learning event has been successfully recorded.
  - You can go to the Learning Event History page to print out the Completion Certificate if this event provides credit for the item.